

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name

MANAGING DIRECTOR

COUNTY HIGHWAY ENGINEER

SUPERINTENDENT

The motion was supported by Commissioner Ken Gasper and carried on a voice vote.

RESOLUTION DECLARED ADOPTED.

**MEETING
IONIA COUNTY ROAD COMMISSION
FEBRUARY 15, 2017**

Meeting called to order by Chairman Karen Bota at 9:01 a.m.

Members present – Albert Almy, Karen Bota, Robert Dunton, and Ken Gasper
Members absent – Chuck Minkley

Others present – Joyce Hamp, Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Patty Loosemore

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Delete Item 7 c.) January 2017 Monthly Financial Statements. Add Item 7 c.) MDOT Signature Resolution for Federal Aid Work. Motion by Albert Almy and seconded by Robert Dunton to approve the revised agenda. Motion carried.

CITIZEN REQUEST: Joyce Hamp commented on the condition of a Lincoln Ave ditch.

The Chairman asked if the minutes of the January 25, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Albert Almy to approve the minutes. Motion carried.

The following vouchers were presented:

11423 - Payroll Account -\$ 116,934.19

11424 - Payables Account- \$ 159,549.63

11425 – Payroll Account - \$84,949.69

11426 – Payables Account – \$120,796.20

Motion by Ken Gasper and seconded by Robert Dunton to approve the vouchers for payment. Motion carried.

**RESOLUTION FOR ADDITIONS AND DELETIONS TO COUNTY ROAD SYSTEM
MADE PRIOR TO DECEMBER 31, 2016**

Commissioner Ken Gasper moved the adoption of the following resolution:

WHEREAS, the Ionia County Road Commission wishes to add or correct new roads and delete or change roads on its road system as part of the annual Act 51 Certification. Total changes include, 0.00 miles in primary miles, an increase in local miles of 0.00, with an increase in local urban 0 miles and 0 miles in changes in primary urban mileage. Recommended changes are described as follows:

County Wide

Primary 389.48 2016 Mileage (No Change from 2015)

Local 684.14 2016 Mileage (No Change from 2015)

Urban

Primary 26.66 2016 Mileage (No Change from 2015)

Local 39.92 2016 Mileage (No Change from 2015)

NOW, THEREFORE, BE IT RESOLVED, that the Managing Director shall be authorized to approve the addition and change of the above noted roads for the Ionia County Road Commission.

BE IT FURTHER RESOLVED that true copies of this resolution will be sent to the Michigan Department of Transportation.

The motion was seconded by Commissioner Albert Almy and carried on a roll call vote:
Ayes, Almy, Bota, Dunton, Gasper, Nays, None
Absent, Minkley

RESOLUTION DECLARED ADOPTED.

The Board reviewed and discussed the distributed December 2016 Final Monthly Financial Statements. These financial statements will be accepted at the next board meeting.

Tom Smith, CPA, of Smith and Klaczkiwicz, PC who is at the Road Commission doing fieldwork for the 2016 audit was introduced to the board. He explained what he does when he audits the Road Commission. He encouraged the Commissioners to contact him if they had any questions or concerns.

RESOLUTION TO AUTHORIZE SIGNING CONTRACT

Commissioner Albert Almy moved the adoption of the following resolution:

WHEREAS, the Michigan Department of Transportation wishes to enter into a contract agreement with the Ionia County Road Commission to accomplish the following project:

Hot mix asphalt cold milling and resurfacing work along five locations countywide; including overband crack filling and pavement marking work; and all together with necessary related work; at the following locations:

- Divine Highway from Marsalle Road southerly to Portland City limits.
- Keefer Highway from Grand River Avenue southerly to Highway I-96.
- Grand River Avenue from Keefer Highway easterly to Portland City limits.

Grand River Avenue from Keefer Highway easterly to Portland City limits.
Grand River Avenue from Cutler Road southerly for approximately 2,010 feet
(Portland Area Urban limits).
Looking Glass Road from Portland City limits easterly for approximately 1,325
feet (end of pavement).

NOW, THEREFORE, BE IT RESOLVED, that Karen Bota, Chairperson and Dorothy G. Pohl, Managing Director/Clerk shall be authorized to sign the agreement for the Ionia County Road Commission.

BE IT FURTHER RESOLVED, that true copies of this resolution will be sent to the Michigan Department of Transportation.

The motion was supported by Commissioner Ken Gasper and carried on a voice vote.

RESOLUTION DECLARED ADOPTED.

The Board reviewed and discussed the new position (Customer Service/Reception/General Office) being proposed as a result of an upcoming retirement. A motion was made by Albert Almy and seconded by Ken Gasper to approve hiring for the new position. Motion carried.

The Board reviewed and discussed the following recommended Bid Extensions for 2017.

Geotextile Silt Fence	Jensen Bridge & Supply Co.
Attenuator w/Arrow Board	Give Em A Brake Safety
Overband Crack Sealing	Asphalt Restoration Inc.
Materials Testing	Materials Testing Consultants
Materials Testing	Driesenga & Associates

Motion by Robert Dunton and seconded by Ken Gasper to extend the above contracts for 2017.
Motion carried.

The Board reviewed the bids for 2017 Grader/Plow blades. Motion by Ken Gasper and seconded by Albert Almy to approve the bid award for Grader/Plow blades to Shults Equipment, being the low bidder. Motion carried.

The Board reviewed the Equipment Disposal Schedule for Chainsaws 123, 124, 125, 127, 371, and 372 and Pole saws, 376, 377, and 474. A motion was made by Albert Almy and seconded by Robert Dunton to approve the equipment disposals. Motion carried.

The Board agreed to cancel their March 1, 2017 meeting due to scheduling issues.

The Board reviewed and discussed board policy ADM 04-03 – Release of Confidential Information, which has now been updated to Policy Number 46 – Release of Confidential Information. A motion was made by Albert Almy and seconded by Ken Gasper to approve Policy Number 46 – Release of Confidential Information. Motion carried.

The Board reviewed and discussed policy ADM 02-1 Payment of Road Commissioner Per Diems. The policy will be updated and reviewed next month.

The Board reviewed and discussed the proposed Policy - Asset Management Priorities. The Policy will be circulated for comment until the March 22, 2017 Board Meeting.

The County Highway Engineer updated the Board on seasonal weight restrictions, plans for 2017 projects and updates on proposed timelines, and bridges that will be submitted to the Local Bridge Program for consideration during the 2017 call for projects.

The Managing Director updated the Board on the upcoming County Road Association Highway Conference and New Commissioner training; CRA Commissioner Seminar, 2016 actual Fringe Benefit Rate (455C) is 132.92; 2016 health claims below estimate; Section 115 OPEB Trust 12/31/2016 year-end report; January 2017 cash flow statement, February MTF, 5 of 6 2013 FEMA Projects closed out and an article on Michigan's infrastructure gap.

The date and time for the next regular meeting will be Wednesday, March 22, 2017 at 9:00 a.m.

Motion by Ken Gasper and seconded by Albert Almy to adjourn the meeting at 10:52 a.m.
Motion carried.

Road Commissioners met with township supervisors or their designees from 13 of 16 Ionia County townships from 11:00 a.m. through 12:30 p.m.

Karen Bota, Chairman

Dorothy G. Pohl, Clerk

**MEETING
IONIA COUNTY ROAD COMMISSION
MARCH 22, 2017**

Meeting called to order by Chairman Karen Bota at 9:00 a.m.

Members present – Albert Almy, Karen Bota, Robert Dunton, Ken Gasper and Chuck Minkley

Others present – Ken Frost, Judy Frost, Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Patty Loosemore, Jack Shattuck arrived at 11:12 am

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add amount to Item 6. g.) \$75,004.11. Add Item 7. m.) Resolution of support EDFA. Motion by Ken Gasper and seconded by Chuck Minkley to approve the revised agenda. Motion carried.

CITIZEN REQUEST: No comments.

The Chairman asked if the minutes of the February 15, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Albert Almy and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

- a.) 11427 – Payroll - \$ 77,749.25 e.) 11431 – Payables - \$ 78,625.83
- b.) 11428 – Payables - \$ 306,065.28 f.) 11432 – Payables - \$ 126,939.86
- c.) 11429 – Payables - \$ 114,838.90 g.) 11433 – Payroll - \$ 75,004.11
- d.) 11430 – Payroll - \$ 77,688.75

Motion by Robert Dunton and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

The Board reviewed the bid tabulation by township for 2017 Gravel Provide, Haul & Place. As a result of a joint meeting with township officials last year, we are providing alternate bids for other locations and/or materials by township if they are reasonably competitive. The townships pay 100% of the contract cost and some have had issues with using the lowest bidder and/or the perceived quality of the materials. The townships can then choose the vendor and/or material they would prefer for their township contract. Motion by Ken Gasper and seconded by Albert Almy to award the bids by township in the best interest of the county and township as specified in the township contracts. Motion carried.

The Board reviewed and discussed the 2017 pavement marking contract extension with Michigan Pavement Markings. Motion by Chuck Minkley and seconded by Robert Dunton to approve the 2017 contract extension with Michigan Pavement Markings. Motion carried.

The Board reviewed and discussed the 2017 HMA bid tabulations for county wide local, primary, and state trunk line paved roads. A motion was made by Albert Almy and seconded by

Ken Gasper to approve Michigan Paving as the primary contractor for the 2017 County HMA Paving Contract and Rieth-Riley as the primary contractor for the state trunk line HMA Paving Contract. Motion carried.

The Board reviewed and discussed the 2017 Furnish & Haul, 23A Limestone bid tabulations and recommendation. Motion by Ken Gasper and seconded by Chuck Minkley to approve the bid award as recommended to Yellow Rose Transport as the 2017 Furnish & Haul, 23A Limestone contractor, being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 Street Sweeping bid tabulations and recommendation. Motion by Chuck Minkley and seconded by Robert Dunton to approve the bid award as recommended to Sanisweep, Inc. for 2017, being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 M-21 Roadside Park Maintenance bid tabulations. Motion by Ken Gasper and seconded by Karen Bota to table this bid award until the next meeting. Motion carried.

The Board reviewed and discussed the contract extension for H-1 Limestone Stockpile with Verplank Trucking Co. Motion by Chuck Minkley and seconded by Ken Gasper to extend the contract for H-1 Limestone Stockpile with Verplank Trucking Co. for 2017. Motion carried.

The Board reviewed and discussed the 2017 Emergency Culvert and Tile Line Jetting bid tabulations and recommendation. Motion by Robert Dunton and seconded by Albert Almy to approve the bid award as recommended to CL Trucking & Excavating for 2017, being the low bidder. Motion carried.

The Board reviewed and discussed the traffic control order 01-045-16, Otisco Township: A speed limit of forty-five (45) miles per hour on Whites Bridge Road from a point one-thousand (1000) feet south of Button Road to a point one-thousand (1000) feet north of Button Road. A motion was made by Ken Gasper and seconded by Chuck Minkley to approve traffic control order 01-045-16, Otisco Township. Motion carried.

The Board reviewed and discussed December 2016 (Final) Monthly Financial Statements, January 2017 Monthly Financial Statements and February 2017 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Albert Almy to accept and place on file December 2016 (Final) Monthly Financial Statements, January 2017 Monthly Financial Statements and February 2017 Monthly Financial Statements. Motion carried.

RESOLUTION OF SUPPORT
ECONOMIC DEVELOPMENT FUND GRANT APPLICATION (TEDE CATEGORY A)

Commissioner Chuck Minkley moved the adoption of the following resolution:

WHEREAS, Rector Road and Haynor Road from 1 mile west of Haynor Road to Haynor Road and Rector Road to M-21, located in Easton Township, is a local county road that will serve significant commercial travel which maintains a substantial employment base; and

WHEREAS, this important roadway provides direct access to a large agricultural product processing commercial venture, and this operation receives and distributes goods and materials through the area and state; and

WHEREAS, improvements to Rector Road and Haynor Road will provide many years of adequate travel to the rural area which will assist in retaining and expanding employment and will improve the delivery system of this business enterprise, and may result in economic growth and an increased tax base in the greater Ionia region; and

WHEREAS, the Category A Transportation Economic Development Funds will provide for financial assistance for roadway improvements which service and support development that increases employment in Michigan; and

WHEREAS, the Ionia County Road Commission is applying for Michigan Transportation Economic Development Category A Funds to improve Rector Road and Haynor Road;

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Road Commissioners of Ionia County, in support of the economic development and employment expansion, has developed a Category A Transportation Economic Development Fund application to secure funding for this roadway improvement project; and

BE IT FURTHER RESOLVED, that the Board of County Road Commissioners of Ionia County agrees to provide the necessary engineering and any cost overages for this Transportation Economic Development Funded project and agrees to continue maintenance of the facility.

The motion was seconded by Commissioner Robert Dunton and carried on a voice vote.

RESOLUTION DECLARED ADOPTED.

The Board reviewed and discussed the proposed Policy 47- Asset Management Priorities and Policy ADM 02-1 Payment of Road Commissioner Per Diems, the latter has had minor changes made to it and been updated to Policy 48- Payment of Road Commissioner Per Diems. Both policies were posted for review and no comments were received. Motion by Chuck Minkley and seconded by Albert Almy to approve Policy 47- Asset Management Priorities and Policy 48 – Payment of Road Commissioner Per Diems as presented. Motion carried.

The Managing Director updated the Board on the March MTF cash chart, Schedule of equipment disposals, January/February dead deer report, Payroll comparison by year chart, Farm Bureau Legislative coffee being held Friday, March 24th, CRA Commissioners Seminar, Retirement Article in Sentinel on Lonnie Finch, Personnel transitions, 7 County Council Meeting in Montcalm Co on April 18, 3/22/17 open accounts payable report and the open work orders report.

The County Highway Engineer updated the Board on seasonal weight restrictions, MSP weight restriction enforcement activity, updated plans for 2017 projects and proposed timelines, working with TCI (wind company) on agreement and mobilite (DAS) towers,

Road Commissioner Chuck Minkley commented that he attended a session on cyber security at the recent CRA Highway Conference. He asked if the Road Commission was protected against threats. We use very good software and constantly monitor our system and servers and try to stay ahead of problems.

Road Chairman Karen Bota commented that she had the opportunity to talk with and tour County roads with our Superintendent and found it very educational.

Road Commissioner Ken Gasper inquired about borings at Bugby pit. The County Highway Engineer said borings have been completed that indicate gravel reserves. The Managing director noted that bid packages for material processing are being prepared.

Ken Frost thanked the board for delaying their decision until more information can be gathered.

The date and time for the next regular meeting will be Wednesday, April 12, 2017 at 9:00 a.m. State Representative Julie Calley will be joining us.

Motion by Albert Almy and seconded by Ken Gasper to adjourn the meeting at 11:33 a.m. Motion carried.

Karen Bota, Chairman

Dorothy G. Pohl, Clerk

MEETING
IONIA COUNTY ROAD COMMISSION
APRIL 12, 2017

Meeting called to order by Chairman Karen Bota at 9:00 a.m.

Members present – Albert Almy, Karen Bota, Robert Dunton, Ken Gasper and Chuck Minkley

Others present –Scott Wirtz, Dorothy Pohl, Paul Spitzley, Patty Loosemore, Fred Cooreman, Mark Lipscomb, Larry Curtiss, Dwain Dennis, Charles Babcock, Shirley Van Dorpe, Ken Frost, Sharon Varkula, Joe Varkula, Cyndy Dykema, Patti Cooreman, Christi Pett, Patti Cutter, Andy Cutter, Larry Curtiss Sr., Paul Phillips, Jim Bandfield, Bob Scheurer, Tony Thelen, and Julie Calley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add Item 7. g.) Bid Award – Spray Patch Mix Emulsion; 7. h.) Bid Award – Riverside Drive Project; and 7. i.) Consideration of Emergency Equipment Purchase. Motion by Albert Almy and seconded by Chuck Minkley to approve the revised agenda. Motion carried.

CITIZEN REQUEST:

Fred Cooreman spoke regarding the condition of the section of Portland Rd between Jackson Rd and Jordan Lake Rd, and asked that the Road Commission consider reconstructing that stretch of road instead of the two preventative maintenance projects proposed, Portland Road between Nash Hwy and Jackson Rd and Portland Road between Jordan Lake Rd and M-66. Fred presented arguments for reconstructing the poor section first such as: Are we providing a safe road? Does the road encourage people to travel to Ionia? Does this road provide a positive image of our county? He commented on the damage being done to vehicles that travel this road, as well as subjective items such as the large population base of Morrison Lake, the Morrison Lake Golf Club, the churches, the I-96 speedway, and Herbruck's trucking.

Jim Banfield spoke regarding Life, Limb, and Liability. The poor section of Portland Road is a safety issue and a liability to the Road Commission. People are driving on the wrong side of the road to avoid potholes.

Dwain Dennis questioned the logic of this asset management with the Portland Road. He feels the Road Commission needs to reconsider.

Cyndy Dykema read a portion of the ICRC mission statement from the website and questioned whether the Road Commission is providing the services the mission statement says it is committed to providing.

Larry Curtiss commented that it has been 20 years since this section of Portland Rd has been done.

Ken Frost suggested that extra asphalt from doing the other portions of Portland Rd might be used as a temporary fix to the poor section.

Another resident suggested asking Herbrucks Poultry to contribute to the reconstruction of the poor section of Portland Rd.

Charles Babcock, Lyons Township Supervisor commented that in Lyons Township they had a collaborative effort to get Pewamo Rd paved, business and individuals contributed money and the township worked with the Road Commission to get the job done. Could that work for the poor section of Portland Road? He also addressed the Board offering for Lyons Township to fund the Kimball Road Preventative Maintenance Project West of Divine Highway if the Road Commission is willing to fund the Kimball Road Preventative Maintenance Project East of Divine Highway. Charles also commented on the high gravel prices this year and that the township is considering whether to purchase any gravel.

Patti Cooreman provided a female point of view stating that she does not go to Ionia to shop or visit friends because she does not want to travel the poor section of Portland Rd.

The Chairman asked if the minutes of the March 22, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

- a.) 11434 – Payables \$133,836.00
- b.) 11435 - Payroll - \$ 87,419.57
- c.) 11436 - Payables \$176,750.81

Motion by Chuck Minkley and seconded by Ken Gasper to approve the vouchers for payment. Motion carried.

Motion by Albert Almy and seconded by Chuck Minkley to remove as a tabled item, Bid Award – M21 Roadside Park Maintenance. Motion carried. The Board reviewed and discussed the 2017 M-21 Roadside Park Maintenance bid tabulations. Motion by Chuck Minkley and seconded by Ken Gasper to approve the bid award as recommended to Thomas Lawn Care, being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 Barry County Woodland Roadside Park Maintenance bid tabulations. Motion by Chuck Minkley and seconded by Robert Dunton to approve the bid award to F & K Enterprises, being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 Allegan County Saugatuck Rest Area Maintenance bid tabulations. Motion by Ken Gasper and seconded by Albert Almy to approve the bid award to Hi-Tec Building Services, being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 Roadside Brush Spraying contract extension with The Daltons, Inc. Motion by Albert Almy and seconded by Chuck Minkley to extend the contract for 2017 Roadside Brush Spraying with The Daltons, Inc. Motion Carried.

The Board reviewed and discussed the 2016 Supplemental Annual Report. Motion by Chuck Minkley and seconded by Albert Almy to accept and place on file the 2016 Supplemental Annual Report. Motion carried.

The Board reviewed and discussed the March 2017 Monthly Financial Statements. Motion by Ken Gasper and seconded by Robert Dunton to approve and place on file the March 2017 Monthly Financial Statements. Motion carried.

The Board reviewed and discussed the 2017 Spray Patch Mix Emulsion bid tabulation and recommendation. Motion by Albert Almy and seconded by Ken Gasper to approve the bid award for the 2017 Spray Patch Mix Emulsion to Michigan Paving & Materials Co., being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 Riverside Drive from M-66 to Kelsey Highway Project bid tabulation and recommendation. Motion by Chuck Minkley and seconded by Albert Almy to approve the contractor bid award for the 2017 Riverside Drive from M-66 to Kelsey Highway Project to Youngstrom Contracting as the primary contractor, being the low bidder and contingent upon the notice to proceed from the TEDF Category F Administration. Motion carried.

The Board reviewed and discussed the emergency equipment purchase of a bucket truck. Motion was made by Chuck Minkley and seconded by Ken Gasper to approve the emergency equipment purchase of a 2006 International 4400SBA 4x2 from Home Works Tri-County Electric for \$38,000. Motion carried.

The Board reviewed and discussed Policy Review items 07-01 Soil Erosion and OPER 04-01 Removal of Objects from ROW. Policies will remain posted for review and comment and readopted at the next board meeting.

The Managing Director updated the Board on the MCRCSIP Renewal, Cyber-Security training of staff, MS-ISAC membership, summer help-returning and hiring, MTF charts and statement of receipts and distributions, Summary of Annual Administrative Expenses 2012 – 2016, open accounts payable report and open work orders.

The County Highway Engineer updated the Board on Consumers Energy gas line project taking place in SW corner of the county, no updates on wind turbine project or Mobilite (DAS) tower permits, Meeting April 19th at 7 pm in Portland Twp regarding the Still Meadows Subdivision Special Assessment district for roads, the Button Road and Whites Bridge Road speed limit signs are going up this week, Local Bridge Program selection has been completed, reviewing traffic counts for intersection of Jordan Lake Road and Grand River Rd, 2017 project updates and Riverside Dr tree removal will begin soon.

Commissioner Almy commented on the Commissioners Seminar he attended earlier in the week. Also, he recently attended a CRA Council Convergence meeting and the consensus from that meeting is to try to combine some conferences together so there are not so many. Commissioner Gasper agreed with Commissioner Almy on the number of conferences. Commissioner Minkley agreed with Commissioner Almy's assessment as well.

Ken Frost thanked the board for 26 years of a positive working relationship with the Road Commission. Ken highlighted some examples of things that have been done to improve the M-21 roadside park and spoke of the working relationship with the Road Commission Superintendents.

Charles Babcock, Lyons Township Supervisor asked about the future of Hubbardston Rd Bridge over Stoney Creek.

The date and time for the next regular meeting will be Wednesday, April 26, 2017 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Ken Gasper to adjourn the meeting at 12:03 pm.
Motion carried.

Karen Bota, Chairman

Dorothy G. Pohl, Clerk

**MEETING
IONIA COUNTY ROAD COMMISSION
APRIL 26, 2017**

Meeting called to order by Chairman Karen Bota at 9:00 a.m.

Members present – Albert Almy, Karen Bota, Robert Dunton, Ken Gasper and Chuck Minkley

Others present –Scott Wirtz, Dorothy Pohl, Paul Spitzley, Patty Loosemore, and Kevin Nevills

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add Item 8 b.) Capital Project - Budget Adjustment #1. Motion by Albert Almy and seconded by Chuck Minkley to approve the revised agenda. Motion carried.

CITIZEN REQUEST:

Kevin Nevills of Aunt Nancy’s Produce approached the board for permission to locate some of his honey bee colonies on Road Commission inactive gravel pits. He spoke regarding the drastic decline in the number of honey bees and how he is working to increase the honey bee population. He submitted a copy of his agreement with Eaton County Parks and asked if we would consider a similar agreement. Staff will investigate and report back at the next meeting.

The Chairman asked if the minutes of the April 12, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Chuck Minkley and seconded by Albert Almy to approve the minutes. Motion carried.

The following vouchers were presented:

11437 – Payroll \$ 76,761.62

11438- Payables- \$312,506.20

Motion by Ken Gasper and seconded by Robert Dunton to approve the vouchers for payment. Motion carried.

LOCAL BRIDGE PROGRAM APPLICATIONS

Replacement and Preventative Maintenance of Bridges in Ionia County

Commissioner Albert Almy moved the adoption of the following resolution,

WHEREAS, there are bridges in Ionia County that are in need of repairs beyond that of general maintenance; five of which are applicable for Federal and State funds through the Local Bridge Program; and

WHEREAS, these five bridges are as follows:

<u>Road</u>	<u>Crossing</u>	<u>Treatment</u>	<u>Township</u>
Long Lake Rd	Dickerson Creek	Replacement	Otisco
Bell Rd	Duck Creek	Replacement	Campbell

Cutler Rd	Looking Glass River	Replacement	Portland/Danby
Whites Bridge Rd	Flat River	Rehabilitation	Keene
Nickle Plate Rd	Prairie Creek	Preventative Maintenance	Ionia

WHEREAS, if no repairs are performed these bridges will deteriorate faster and eventually impair the movement of the general traffic, and the accomplishment of agricultural and other commercial activities; and

WHEREAS, Road Commission staff has prepared applications for Local Bridge Program Funds for these structures; and

WHEREAS, the bridges' respective townships are willing to participate in the local matching construction funds necessary for the project as well as the preliminary engineering and construction engineering if awarded; and

WHEREAS, this Board has considered the applications for Local Bridge Program Funds and authorizes the submission of the applications for the Local Bridge Program Funds for 2020.

NOW, THEREFORE, BE IT RESOLVED that the Road Commission for Ionia County does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide, along with the bridges' respective townships, the necessary local funds for these projects if awarded.

The motion was seconded by Commissioner Ken Gasper and carried on a voice vote.

RESOLUTION DECLARED ADOPTED

The Board reviewed and discussed the County Highway Engineer's recommendation for Lyons Township, Kimball Road Preventative Maintenance project for 2017.

The Board reviewed and discussed the County Highway Engineer's recommendation for the Portland Road from Jackson Road to Jordan Lake Road.

The Managing Director presented the 2016 MDOT Act 51 Annual Financial Report to the Board along with the year-end financial position. Motion by Ken Gasper and seconded by Chuck Minkley to approve the 2016 MDOT Act 51 Annual Financial Report and authorize the Chairman to sign the report. Motion carried.

The Board reviewed and discussed Policy No. 49 (formerly OPER 04-01) Removing Objects of Value from Road ROW and Policy No. 50 (formerly ENGR 07-01) Soil Erosion and Sedimentation Control. Motion by Albert Almy and seconded by Ken Gasper to approve the amended policies as presented. Motion carried.

The Managing Director presented 2017 Budget information and a list of potential projects to be reviewed and discussed as potential adjustments to the 2017 Budget. The Board reviewed and discussed the possible adjustments to the 2017 Budget. Motion was made by Karen Bota and seconded by Robert Dunton to add the following projects to the 2017 Budget: Keefer Road (Lyons Village Limits to David Hwy) Chip Seal Project, Morrison Lake Road (Grand River to

Saranac) HMA & Chip Seal Project, the section of Kimball Road (East of Divine Hwy) Preventative Maintenance Project will also be included contingent upon an executed agreement with Lyons Township to fund Kimball Road (West of Divine Hwy) Preventative Maintenance Project. Motion carried.

The Managing Director updated the Board on the availability of a CRA PowerPoint on the History of Road Commissions, CRA Council Convergence meeting minutes, Open Accounts Payable Report for April 26, 2017, request concerning easement on Larsen Pit property, reminder of Lonnie Finch's retirement date. The new bucket truck is outside for all to see.

The County Highway Engineer updated the Board on the Riverside Drive project. No other major project updates. There were no updates on the wind turbine project or Mobilite (DAS) tower permit. The meeting on April 19th at Portland Twp. regarding the Still Meadows Subdivision Special Assessment district for roads went well, there will be a vote in May. The traffic counts for the intersection of Jordan Lake Road and Grand River Rd have been completed and will be submitted to the State Police for consideration of an all way stop traffic control order. "Fresh Oil" and "Loose Stone" signs will be placed at the beginning and ending of chip seal projects this year and the Road Commission is looking for slag stockpile locations.

Commissioner Minkley asked if there is a 2017 project list available to the public. The County Highway Engineer said they are located on the Projects tab of the Road Commission website and a spring newsletter will be going out next week which also has the 2017 project list.

Commissioner Gasper asked about MDOT's process to request changes to the Morrison Lake/Hawley Road and M 21 intersection. The County Highway Engineer said that he would contact MDOT and report back at the next meeting.

The date and time for the next regular meeting will be Wednesday, May 10, 2017 at 9:00 a.m.

Motion by Albert Almy and seconded by Chuck Minkley to adjourn the meeting at 11:25 a.m. Motion carried.

Karen Bota, Chairman

Dorothy G. Pohl, Clerk

MEETING
IONIA COUNTY ROAD COMMISSION
May 10, 2017

Meeting called to order by Vice Chairman Chuck Minkley at 9:00 a.m.

Members present – Albert Almy, Robert Dunton, Ken Gasper and Chuck Minkley

Members absent - Karen Bota

Others present –Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Patty Loosemore

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Ken Gasper and seconded by Albert Almy to approve the agenda. Motion carried.

CITIZEN REQUEST: None

The Vice-Chairman asked if the minutes of the April 26, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Albert Almy and seconded by Robert Dunton to approve the minutes. Motion carried.

The following vouchers were presented:

11439– Payroll \$ 87,263.48

11440 Payables- \$145,982.55

Motion by Ken Gasper and seconded by Albert Almy to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the gravel processing bid tabulation and recommendation for Bugbee pit. Motion by Robert Dunton and seconded by Albert Almy to award the bid for gravel processing as recommended to Halliday Sand & Gravel, Inc. Motion carried.

The Managing Director presented 2017 Budget Adjustment #1. Budgeted Revenues are being increased by \$332,538 due to additional MDOT State Trunkline Projects. Budget Expenditures are being increased by \$1,018,786 mainly due to the addition of primary road heavy maintenance and preventative maintenance projects, additional MDOT State Trunkline projects; and increasing the capital outlay budget. Motion by Albert Almy and seconded by Ken Gasper to approve 2017 Budget Adjustment #1 with revenues of \$11,251,041 and expenditures of \$11,840,594. Motion carried.

The board reviewed and discussed Aunt Nancy's Produce memorandum of understanding in regard to locating honey bee colonies at Road Commission gravel pits. Motion by Robert Dunton and seconded by Ken Gasper to authorize the Managing Director to sign Aunt Nancy's Produce agreement. Motion carried.

Polices received at the last board meeting; ADM 99-1- Depreciable Fixed Assets and Equipment Capitalization and ADM 99-2 – Non-Depreciable Equipment Records and Inventory are still being reviewed and revised. The Board received Polices 06- Culverts-New & Replacements-Primary Road System and 07-Culverts – New & Replacements-Local Road System for review and comment.

The Managing Director updated the Board on the March 2017 MTF receipts and distributions, the 2017/2018 CRASIF renewal rates and refund, April 2017 Cash Flow, dead deer report, 5/10/17 Open Work Order Report, 5/10/2017 Open Accounts Payable Report, and update at 5/16/17 County Board Meeting.

The County Highway Engineer updated the Board on status of 2017 projects, wind turbine project (TCI) and Mobilite (DAS) permit/project have had no activity, brining in the county has begun, Portland Township Special Assessment is still in progress and Danby is discussing. The County Highway Engineer will be attending Easton Township's meeting on June 6, 2017 regarding Herbruck's project on Rector Road and Haynor Road.

Commissioner Almy complimented those responsible for the Ionia County Road Commission Spring Newsletter on a job well done.

The date and time for the next regular meeting will be Wednesday, May 24, 2017.

Motion by Robert Dunton and seconded by Ken Gasper to adjourn the meeting at 10:42 a.m. Motion carried.

Chuck Minkley, Vice-Chairman

Dorothy G. Pohl, Clerk

2017 Budget Adjustment Summary #1

MEETING
IONIA COUNTY ROAD COMMISSION
May 24, 2017

Meeting called to order by Chairman Karen Bota at 9:00 a.m.

Members present – Albert Almy, Karen Bota, Robert Dunton, Ken Gasper and Chuck Minkley

Others present –Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Patty Loosemore

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Chuck Minkley and seconded by Ken Gasper to approve the agenda. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the May 10, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Albert Almy to approve the minutes. Motion carried.

The following vouchers were presented:

11441– Payroll \$ 71,285.23

11442 Payables- \$149,763.86

Motion by Albert Almy and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

Commissioner Dunton asked how the amount of brine spread on each road is determined. Superintendent White joined the meeting and to explain dust control procedures to the Board.

The Board reviewed the Fleet Manager’s recommendation to dispose of Equipment no. 20, 703, 856 and 857. All equipment is fully depreciated. A motion was made by Ken Gasper and seconded by Albert Almy to authorize the equipment disposals by auction. Motion carried.

The Board reviewed and discussed the April 2017 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Robert Dunton to accept the April 2017 Monthly Financial Statements and place them on file. Motion carried.

The Managing Director presented a draft resolution to Commit Fund Balance to Capital Improvements with regards to funds received from the Portland Garage destruction due to a F-1 Tornado in 2015. The board discussed additions to resolution. The final resolution will be presented at June 14, 2017 meeting.

The Board reviewed and discussed future planning and the next steps in the process.

The Board reviewed and discussed amended policies 51- Depreciable Fixed Assets and Equipment Capitalization, 52 – Non-Depreciable Equipment Records, 06- Culverts-New & Replacements-Primary Road System and 07-Culverts – New & Replacements-Local Road System. These amended policies were posted for comment. Policy 2 – Construction on Primary Roads and Bridges was distributed for review and comment. Motion by Albert Almy and seconded by Chuck Minkley to approve amended policies 51- Depreciable Fixed Assets and Equipment Capitalization, 52 – Non-Depreciable Equipment Records, 06- Culverts-New & Replacements-Primary Road System and 07-Culverts – New & Replacements-Local Road System. Motion carried.

The Managing Director updated the Board on the April 2017 MTF chart, the MERS Review and Analysis of Annual Actuarial Evaluations chart, new reporting requirements for the Michigan Department of Treasury regarding retirement and OPEB systems and valuations, MCRCSIP Annual Meeting will be held July 19-20, 2017 in Mt. Pleasant, 5/24/17 Open Work Order Report, 5/24/2017 Open Accounts Payable Report, and a proposal for Sebewa Township roads.

The County Highway Engineer updated the Board on the status of 2017 projects, the Portland Twp. Still Meadows Subdivision Special Assessment district for roads vote passed, reminder that the County Highway Engineer will be attending Easton Township’s meeting on June 6, 2017 regarding Herbruck’s project on Rector Road and Haynor Road and he is working on a building site agreement with the Long Lake Sewer Authority in Orleans Township.

The date and time for the next regular meeting will be Wednesday, June 14, 2017.

Motion by Chuck Minkley and seconded by Robert Dunton to adjourn the meeting at 11:30 a.m. Motion carried.

Karen Bota, Chairman

Dorothy G. Pohl, Clerk

MEETING
IONIA COUNTY ROAD COMMISSION
June 14, 2017

Meeting called to order by Vice Chairman Chuck Minkley at 9:00 a.m.

Members present – Albert Almy, Robert Dunton, Chuck Minkley, and Ken Gasper

Members absent - Karen Bota

Others present –Scott Wirtz, Dorothy Pohl, Bud White, Patty Loosemore, Diane Denman, Darcy Foy, Bill Kramer, Steve Vanderske, and Dennis Sitzer

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add 6. c.) 11445 – Payroll- \$ 80,769.14.
Motion by Albert Almy and seconded by Robert Dunton to approve the agenda as amended.
Motion carried.

CITIZEN REQUEST: Bill Kramer had questions about scheduling operations and project selection. He also asked what benefits and salaries are for commissioners. Questions were answered by staff.

Diane Denman and Darcy Foy reported an accident on Johnson Rd and requested additional signing on Johnson Rd. Ms. Foy reported that she was involved in a tractor accident on Johnson Rd and sustained losses. Ms. Foy stated she was driving 30 mph. The Vice-Chairman asked that any request for loss or damage be submitted in writing with supporting information. Steve Vanderske, Goodwin Road resident, stated that the Goodwin Road Bridge needs to be removed due to safety issues as well as vandalism and disregard of signage. He asked that we also look at extending the existing fence and possibly abandoning the road/bridge.

The Vice-Chairman asked if the minutes of the May 24, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Robert Dunton and seconded by Ken Gasper to approve the minutes. Motion carried.

The following vouchers were presented:

11443- Payroll -	\$ 75,571.55
11444- Payables-	\$200,835.69
11445- Payroll-	\$ 80,769.14

Motion by Robert Dunton and seconded by Albert Almy to approve the vouchers for payment.
Motion carried.

The Managing Director presented the 2016 Audited Financial Statements, Management Letter and Michigan Department of Treasury Accounting Procedures Report. She noted that the audit opinion was “Unqualified” and the highest level of opinion available for an audit engagement. An MDOT Performance audit was performed as well and the Ionia County Road Commission was found to be compliant. Commissioner Albert Almy complimented the Managing Director

and the staff on an excellent audit report. Motion by Albert Almy and seconded by Ken Gasper to accept the 2016 audit report and place it on file. Motion carried.

The Board reviewed the MDOT Annual Act 51 Engineering Reimbursement Request. Motion by Ken Gasper and seconded by Albert Almy to authorize the Vice-Chairman and two Road Commission Board members to sign the Request and submit it to MDOT. Motion carried.

The Board discussed the Road Commission's 2018 appropriation request to the County Board of Commissioners. It was determined that we would request a \$50,000 annual contribution toward a County Primary Bridge Fund, a \$100,000 contribution toward County Primary Road Preventative Maintenance (chip and fog seal or resurfacing), or a \$75,000 contribution toward the local requirements or chip/fog seal on the Haynor/Rector Roads upgrade project for Herbruck's in Easton Township. Motion by Albert Almy and seconded by Robert Dunton to request an appropriation from the County Board for 2018. Motion carried.

The Board reviewed and discussed the May 2017 Monthly Financial Statements. Motion by Ken Gasper and seconded by Robert Dunton to accept the May 2017 Monthly Financial Statements and place them on file. Motion carried.

The Board reviewed the following private road name request:

1. **Country Road PVT**, located off Bricker Road between Godfrey Road and Ranney Road in Section 3 of Otisco Township. The Township has approved the name. The name does not conflict with any existing county road names.

Motion by Albert Almy and seconded by Robert Dunton to approve the private road name. Motion carried.

The Board reviewed the ballot for the Michigan County Road Commission Self Insurance Pool Board of Directors at Large. Motion by Ken Gasper and seconded by Albert Almy to cast the ballot for Lester Livermore, Mackinac County Road Commission and John Rogers, Kalkaska County Road Commission. Motion carried.

**RESOLUTION FOR PORTLAND GARAGE INSURANCE RECOVERY AND
PROPERTY SALE ALLOCATION OF FUNDS**

Commissioner Robert Dunton moved the adoption of the following resolution:

WHEREAS, on June 22, 2015, the Ionia County Road Commission sustained severe losses of a major proportion brought on by an F-1 tornado hitting and destroying the Portland Garage, located at 765 Union Street, Portland.

WHEREAS, as a direct result of the disaster, public damage and destruction of the Portland Garage resulted in a complete loss of said facility.

WHEREAS, the self-insurance pool paid the Ionia County Road Commission the listed insured value of seventy- six thousand two hundred dollars (\$76,200) for loss of said Portland Garage structure.

WHEREAS, the Ionia County Road Commission was able to sell the Portland garage

property to the adjoining property owner for the current assessed value of thirty- two thousand dollars (\$32,000).

NOW THEREFORE, BE IT RESOLVED, that the Ionia County Board of Commissioners directs that the insurance recovery funds of \$76,200 and the \$32,000 from the property sale be set aside in Committed Fund Balance – Capital Improvements for future projects.

BE IT FURTHER RESOLVED, Dorothy G. Pohl, Clerk of the Board is authorized to make said adjustments to affected accounts on behalf of the Ionia County Road Commission and true copies of this resolution will be filed in the Portland Garage Loss file and with the minutes.

The motion was supported by Commissioner Ken Gasper.

ROLL CALL VOTE – Ayes, Almy, Dunton, Gasper, Minkley, Naves,
Absent, Bota

RESOLUTION DECLARED ADOPTED.

The Managing Director updated the Board on the 06/14/2017 Open Accounts Payable Report, Meeting held regarding M-21 and Hawley Rd Intersection, Seven County Council will be held on July 18th, shared a thank you letter from Patty Stemler complimenting Road Commission employees on the Musgrove Culvert Project and provided an engineering project report for the County Highway Engineer,

The Superintendent updated the Board on the status of 2017 township brining and gravel, status of mowing, provided photos of some 2017 projects and answered questions board members had regarding maintenance.

Commissioner Gasper said that he will be unavailable for meetings for the next six weeks.

CLOSING PUBLIC COMMENT:

Steve Vanderske Goodwin Road resident asked who is responsible for Goodwin Bridge issues?

Dennis Sitzer asked when Boston Township gravel will be put down.

Darcy Foy asked how soon before we put up a sign on Johnson Road?

Bill Kramer asked about the Road Commission pension plan.

The date and time for the next regular meeting will be Wednesday, June 28, 2017.

Motion by Albert Almy and seconded by Ken Gasper to adjourn the meeting at 11:05 a.m.
Motion carried.

Chuck Minkley, Vice-Chairman

Dorothy G. Pohl, Clerk

MEETING
IONIA COUNTY ROAD COMMISSION
July 12, 2017

Meeting called to order by Chairman Karen Boda at 9:00 a.m.

Members present – Albert Almy, Karen Boda, Robert Dunton, Chuck Minkley

Members absent – Ken Gasper

Others present – Joyce Hamp, Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Patty Loosemore,

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add dollar amount to 6. d.) \$ 80,372.94.

Motion by Chuck Minkley and seconded by Albert Almy to approve the agenda as amended.
Motion carried.

CITIZEN REQUEST: Joyce Hamp voiced concern over need for ditching between her residence and Lincoln Ave.

The Chairman asked if the minutes of the June 14, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Albert Almy and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

11446- Payables - \$ 560,665.35

11447- Payroll - \$ 79,063.77

11448- Payables- \$ 397,102.37

11449 -Payroll - \$ 80,372.94

Motion by Chuck Minkley and seconded by Albert Almy to approve the vouchers for payment.
Motion carried.

The Managing Director presented the 2016 Audited Financial Statements, Management Letter and Michigan Department of Treasury Accounting Procedures Report. She noted that the audit opinion was “Unqualified” and the highest level of opinion available for an audit engagement. An MDOT Performance audit was performed as well and the Ionia County Road Commission was found to be compliant. Commissioner Albert Almy complimented the Managing Director

June 14, 2017- Page Two

and the staff on an excellent audit report. Motion by Albert Almy and seconded by Ken Gasper to accept the 2016 audit report and place it on file. Motion carried.

The Board reviewed the MDOT Annual Act 51 Engineering Reimbursement Request. Motion by Ken Gasper and seconded by Albert Almy to authorize the Vice-Chairman and two Road Commission Board members to sign the Request and submit it to MDOT. Motion carried.

The Board discussed the Road Commission's 2018 appropriation request to the County Board of Commissioners. It was determined that we would request a \$50,000 annual contribution toward a County Primary Bridge Fund, a \$100,000 contribution toward County Primary Road Preventative Maintenance (chip and fog seal or resurfacing), or a \$75,000 contribution toward the local requirements or chip/fog seal on the Haynor/Rector Roads upgrade project for Herbruck's in Easton Township. Motion by Albert Almy and seconded by Robert Dunton to request an appropriation from the County Board for 2018. Motion carried.

The Board reviewed and discussed the May 2017 Monthly Financial Statements. Motion by Ken Gasper and seconded by Robert Dunton to accept the May 2017 Monthly Financial Statements and place them on file. Motion carried.

The Board reviewed the following private road name request:

1. **Country Road PVT**, located off Bricker Road between Godfrey Road and Ranney Road in Section 3 of Otisco Township. The Township has approved the name. The name does not conflict with any existing county road names.

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The motion was supported by Commissioner Ken Gasper.

ROLL CALL VOTE – Ayes, Almy, Dunton, Gasper, Minkley, Naves,
Absent, Bota

RESOLUTION DECLARED ADOPTED.

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Motion carried.

Chuck Minkley, Vice-Chairman

Dorothy G. Pohl, Clerk